



## **Schedule Change/Withdrawal Policy**

(effective June 30, 2017 for 2017-18 registrations)

### **Schedule Changes: Fee \$25**

Adding Days: If the requested day(s) are available, we can often do so immediately (once we have notified the school and transportation). *There is no fee for adding days.*

All other schedule changes go into effect on the first of the month. **These schedule change requests must be submitted by the 7<sup>th</sup> of the month preceding the change.**

All Schedule changes must be submitted on a **schedule change form** with the required fee.

*Note: changes in schedule are on a space available basis and are not guaranteed.*

### **Withdrawal: Fee \$50**

In order to honor our employment commitments to our staff, meet financial obligations, and build community, it is expected that students are enrolled for the entire school year. At the same time, we understand that circumstances change, and allowances are made for early withdrawal. We request notice no later than the 7<sup>th</sup> of the prior month to withdraw and all changes take place at the beginning of the month. For example, a family must give notice by March 7<sup>th</sup> for an April 1<sup>st</sup> withdrawal. Withdrawals made by August 7<sup>th</sup> (prior to the start of the school year) will be assessed a \$25 fee. From August 8<sup>th</sup> through the end of the school year, the fee to withdraw is \$50 per child per program.



Child's Name: \_\_\_\_\_

Program (circle one)    AfterSchool    Terrific Tuesday    Before School

School: \_\_\_\_\_ Grade \_\_\_\_\_

Date that you would like the change to take place (all changes begin on the 1<sup>st</sup> of the month) \_\_\_\_\_

Today's date: \_\_\_\_\_

Please change my child's schedule from **(include days of the week)**

Current schedule \_\_\_\_\_

to

Requested Schedule \_\_\_\_\_

--or--

\_\_\_\_\_ I would like to withdraw my child.

\_\_\_\_\_ A check is enclosed for \$ \_\_\_\_\_

- The fee for a schedule change is \$25 (no charge for adding days)
- The fee for a withdrawal is \$50.
- Schedule change requests need to be made by the 7th of the month prior to the change.
- Withdrawal requests need to be made by 7th of the month prior to the withdrawal.

Completed Form must be submitted to the Child Care Services Manager (Anita Stevanazzi-Hill). Forms without fee included will not be processed and forms received/fees paid after the 7<sup>th</sup> will delay changes by one month.

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For Office Use

Date Received \_\_\_\_\_ Approved \_\_\_\_\_